PHILIP MORRIS U. S. A.

INTER-OFFICE CORRESPONDENCE

Richmond, Virginia

To: . Mr. Richard A. Thesing Date: January 12, 1990

From: . Deborah R. Watson

Subject: . Accomplishments for 1989

I. PHYSICAL TESTING LABORATORY

Objective: To function as a Project Leader, having the responsibilities which include scheduling work, prioritizing workload, and writing performance appraisals.

To offer leadership in providing requestors with accurate data in a timely manner. To monitor and maintain laboratory equipment and conditions. And to provide comparative testing and evaluation of products between all Philip Morris laboratories throughout the world.

Results:

A. Completed a comparative evaluation of the second PPM100 Coresta permeability instrument.

B. Discontinued Greiner porosity analysis May 1.

C. Completed collaborative studies of physical cigarette parameters with Costa Rica and Guatemala.

D. Trained three new technicians on all physical testing instruments. Laboratory staff was decreased from five to four technicians.

E. 890,953 physical testing analyses were performed 1989 compared to 929,026 analyses performed in 1988. In May, the cylinder volume analysis was transferred to the Materials Evaluation Laboratory. In October, the coal removal analysis was transferred to the Microscopy Laboratory.

F. Monitored R. J. Reynolds brands to determine tobacco weight changes in their brands on a monthly basis.

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II. SPECIAL INVESTIGATIONS AND METHODS DEVELOPMENT

A. New Instrument Evaluation

Objective: To evaluate commercially available instruments, develop testing procedures and analyze new methods of cigarette testing in order to increase test efficiency, improve accuracy or replace obsolete instrumentation.

Results: The re-engineered (prototype) cylinder volume instrument, manufactured by Borgwaldt, was being evaluated by the Standards Laboratory of Quality Engineering. A comparison study between the existing instrument and the prototype instrument using Marlboro filler was performed by the Physical Testing Laboratory. The study showed the results were comparable.

B. Analytical Methods

Objective: To write analytical procedures for instruments used in the Physical Testing Laboratory.

Results:

1. Coresta Permeability Method - new

2. Cylinder Volume - revised

C. Laboratory Conditions Evaluation

Objective: To observe that the Physical Testing Laboratory conditions are maintained at 75°F ± 1° and 60% relative humidity ± 2%. To provide statistical process control charts for this data on a monthly basis.

Results: In February, the plenum trays were washed and all filters were changed. The airflows were monitored and adjusted. Several more airflow adjustments have been made during the year by Building Administration. Monthly statistical process control charts were generated.

III. LABORATORY AUTOMATION

A. Physical Testing Laboratory Robotic Test Station

Objective: To provide support to the Development Engineering Division during design and assembly of the robotic test station. This support included development involvement, understanding of robotic capabilities and knowledge of instrumentation. The robot will be capable of testing cigarette circumference, total resistance-to-draw, filter resistance-to-draw, ventilation, cigarette length and filter length. This test station will be able to handle 85% of the various samples tested.

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Results: The robotic test station was delivered in November. The system was debugged and fine tuned. Comparative studies will follow.

IV. CONSOLIDATED REPORT

Objective: To collect domestic brand samples for cigarette firmness, cylinder volume, coal removal and ventilation characteristics analyses. To evaluate data and summarize these data in an annual report.

To train the supervisor of the Materials Evaluation Laboratory to assume the cigarette firmness and cylinder volume responsibilities for this project, and to train the supervisor of the Microscopy Laboratory to assume the coal removal and ventilation characteristics responsibilities for this project. These responsibilities include collection of samples, data evaluation, updating of RS1 files and summation of results.

Results: Collection of samples were submitted for cigarette firmness, cylinder volume, coal removal and ventilation characteristics analyses on a monthly basis. All brands are tested once a quarter. This year, however, R. J. Reynolds brands were tested more frequently to determine any changes in these parameters due to the decrease in tobacco weight in most of their brands.

Training of personnel assuming responsibilities for this project began during the last quarter of 1989, and will continue into 1990.

V. PUBLICATIONS, MEMOS AND PRESENTATIONS

Memo to Mr. J. E. Wickham, "Conversion of Cigarette Paper Permeability Analysis (Greiner to Coresta)," December 21, 1988.

Memo to Ms. Joyce F. Stargardt, "Plans & Objectives for 1989," dated December 21, 1988.

Memo to Ms. Joyce F. Stargardt, "Accomplishments for 1988," January 13.

Presented the "Highlights of the Consolidated Report" in Project Review, March 28.

Published the annual "Physical Parameters of Domestic Cigarette Brands: Coal Removal, Cylinder Volume, Cigarette Firmness, Sieve Fractions and Ventilation Characteristics," report, dated March 28.

Presented status of projects in Quarterly Review, April 13.

Presented the "Highlights of the Consolidated Report" to Mr. Charlie Horner's staff, April 25.

Memo to Rich Thesing, "Industry Monitor - Summary of Physical Testing Results," June 19.

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Memo to Mr. J. E. Wickham, "Update on Changes of R. J. Reynolds' Brands," July 5.

Presented status of projects in Program Review, July 11.

Memo to Mr. J. E. Wickham, "Update on R. J. Reynolds' Brands," August 14.

Memo to Mr. J. E. Wickham, "Five Year History of Marlboro and Winston," August 31.

Present status of projects in Program Review, October 12.

Memo to Mr. J. E. Wickham, "Physical Parameters Comparison Study - Domestic Lark Products vs. Export Lark Products for Japan," October 24.

Memo to Mr. J. E. Wickham, "Update on R. J. Reynolds' Brands," December 14.

Memo to Mr. Richard A. Thesing, "Plans & Objectives for 1990," December 14.

VI. CAREER DEVELOPMENT

Statistical Process Control Course

Managing Cultural Diversity Seminar

Measuring Humidity Seminar

Machine Vision Technology Seminar

Tobacco Chemists' Research Conference

Time:Text Priority Management Course

DRW:rad

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